

# Lettings Policy



<b>Version</b>	<b>Date</b>	<b>Action</b>
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## **1. LETTINGS POLICY STATEMENT**

The Trust will consider making its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined by the Resources Committee. Lettings for activities used for the children of our schools with the Trust are usually not charged.

The letting of the Trust school's premises by the community is welcomed, subject to the following conditions:

- Use of the premises for school functions will take priority over lettings.

The Trust will set charges for lettings for schools within the Trust guided by these principles:

- The school premises will not be let to individuals or organisations if there is a reason to believe that the name of the school or Trust will be brought into disrepute.
- The school premises will not be let for functions where a Public Entertainment Licence is required with the exception of events held on behalf of the PTA of the schools within the Trust.
- For any letting which requires any form of licence the hirer must provide evidence to the school of the appropriate licence. Failure to provide evidence will mean that the letting will be cancelled.

## **2. INCOME**

Costs to the Schools within the Trust will be met from this income. This will be administered by the school's finance system.

All lettings will be invoiced at the end of term and must be paid in full by the due date on the invoice.

**AT NO TIME WILL THE SCHOOLS WITHIN THE TRUST USE THEIR DELEGATED BUDGET TO SUBSIDISE NON-SCHOOL ACTIVITIES.**

## **3. CONTRACTS**

A contract agreement (see appendix A) must be completed for all lettings. A risk assessment must also be completed and returned to the school with the signed contract and insurance documents (if applicable). All lettings, whether community or commercial, must complete a risk assessment for their activity. For lettings including the school playground and/or playing field it is the responsibility of the hirer to ensure that the area is fit for purpose prior to the start of the activity.

It is the responsibility of all hirers to ensure the accommodation is fit for purpose and all school property is left in the condition it was found. Damage to accommodation and property is the responsibility of the hirer.

Decisions whether to approve lettings rests with the Trust Board. The Trust Board

delegates approval of lettings to the Local Governing Body. To ensure best value and deliver an appropriate service the Trust Resource Committee delegate responsibility of the day to day management of lettings to the head teachers of the schools within the Trust. If the head teacher believes a letting should not be permitted they will report the reasons to the Local Governing Body.

#### **4. KEY HOLDERS**

It is the responsibility of any hirer who is also a key holder to ensure they comply with the **Trust's/school's** Lone Working Policy. It is also their responsibility to ensure that the building and grounds are secure before locking the gate.

#### **5. HEALTH & SAFETY**

All persons hiring the school premises will be expected to conform to the **Trust/School's** Health & Safety regulations and policy and it is their responsibility to keep up to date with the **Trust/School's** policies. All hirers must comply with the Equality Act 2010. *Failure to comply with Health & Safety or the Equality Act regulations will result in an immediate termination of the contract without exception.*

#### **6. INSURANCE**

All hirers must carry sufficient Public Liability insurance to satisfy the Trusts requirements and must provide evidence of their current insurance certificate with their contract agreement.

**APPENDIX A**



**PREMISES/GROUNDS CONTRACT AGREEMENT**

I/we hereby apply for use of The Beam Trust premises:

**SCHOOL NAME:** \_\_\_\_\_

<b>NAME</b>		
<b>ON BEHALF OF</b>		
<b>ADDRESS</b>		
<b>TELEPHONE NUMBER</b>	<b>Home:</b>	<b>Mobile:</b>
<b>DATES</b>		
<b>TIMES</b>	<b>From:</b>	<b>To:</b>

Purpose of hire: (Please give full details including age range of participants in activities, number of adults on site and number of first aiders).

Please continue on reverse if required).

<b>AREAS REQUIRED</b>	<b>TOTAL HOURS</b>	<b>(OFFICE USE) TOTAL CHARGE</b>
<b>SCHOOL HALL (MAIN)</b>		
<b>SCHOOL HALL (NEW)</b>		
<b>PLAYGROUND</b>		
<b>PLAYING FIELD</b>		
<b>TOILETS</b>		

I/We have read the schools letting policy and agree to accept and abide by the conditions and regulations regarding the use of the school premises and to such other conditions as may be imposed by The Beam Trust.

I/We agree to pay the full cost of the hire within the due date of any invoice.

I/We confirm that we have Public Liability Insurance and enclose a copy of our certificate.

I/We confirm that we have completed a risk assessment for our group activities and a completed risk assessment is attached.

I/We are aware of the fire exits in the school and have incorporated this into our Risk Assessment.

<b>Signed:</b>	<b>Date:</b>
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